



City of Santa Barbara
City Clerk's Office

Memorandum

DATE: December 17, 2004

TO: Mayor and Council
Executive Management
Tiara Lakey, Executive Assistant to the Board & General Manager

FROM: Brenda Alcazar, CMC, Deputy City Clerk

SUBJECT: Santa Barbara Metropolitan District Board Recruitment

The following recruitment schedule for the Santa Barbara Metropolitan Transit District Board was approved by the Council on December 14, 2004:

- Application Deadline: January 21, 2005, at 5:00 p.m.
- Interviews: February 1, 2005, at an estimated time of 4:00 p.m.
- Appointments: February 15, 2005

While the City Clerk's Office makes every effort to publicize the vacancies, we are hopeful that you will help identify potential applicants and encourage them to apply. We are asking that you bring the vacancies and recruitment information to the attention of the City Advisory Group members in the event that they are aware of individuals interested in applying. At the close of the recruitment period, photocopies of all applications received will be distributed to the Mayor and Council, and the MTD.

The application form and Vacancy Notice are enclosed. Additional copies are available in the City Clerk's Office. If you have any questions, please call me at extension 4311.

APPLICATION FOR APPOINTMENT TO A CITY OF SANTA BARBARA ADVISORY GROUP

RETURN TO: CITY CLERK'S OFFICE, P.O. BOX 1990, SANTA BARBARA, CA 93102-1990

Completed applications are considered public records per Government Code §6252.

ADVISORY GROUP: _____ CATEGORY: _____
(Submit a separate application for each group.) (If applicable; for example: Public at large.)

NAME: _____

Residential Address: _____ _____ _____ Telephone: _____ Fax: _____ e-mail: _____	Business Name: _____ Address: _____ _____ Telephone: _____ Fax: _____ e-mail: _____
---	--

Are you a qualified elector of the City*? Yes / No (Circle One)

* A United States citizen, 18 years of age or older, and living within the City limits of Santa Barbara.

Are you a full-time paid officer or employee of City Government? Yes / No (Circle One)

EXPERIENCE/BACKGROUND: (Only one additional page of information may be attached to this application.)

Education: _____

Present occupation: _____

Memberships in organizations: _____

If you have applied for more than one advisory group, list all of them in order of preference.

1. _____ 2. _____ 3. _____

Reasons why you believe you should be appointed to this group: _____

Have you attended meeting(s) of the group for which you are applying? Yes / No (Circle One)

Have you served on this group or any City Advisory Group before? Yes / No (Circle One)

If so, please list group(s) and dates served _____

I have read and signed the attached resolution adopting the City's Nondiscrimination Policy and the Excellence in Customer Service Code of Conduct; and if appointed, will follow them in the conduct of my duties. **I agree to submit Statements of Economic Interests in a timely manner, if required, for the group to which I am appointed.**

Signature

Date Received

Date distributed to Mayor/Council: _____

Date(s) interviewed: _____

(If appointed) Date: _____ Term Expires: _____

RESOLUTION NO. 93-134

**A RESOLUTION OF THE COUNCIL OF THE CITY OF
SANTA BARBARA ADOPTING A CITYWIDE
NONDISCRIMINATION POLICY**

WHEREAS, the City of Santa Barbara has had a long standing commitment to nondiscrimination as evidenced by its practices and policies that have existed in various forms since the early 1970's; and,

WHEREAS, the City of Santa Barbara receives Federal financial assistance which prohibits discrimination; and,

WHEREAS, the City's Affirmative Action Program provides for nondiscrimination related to City employment or other personnel actions; and,

WHEREAS, the City's Purchasing Office policies and Municipal Code 9.126 provide for nondiscrimination related to the award of all contracts and purchase orders and by the contractors and vendors providing services and materials; and,

WHEREAS, the City's Human Resources Division employee recruitment policies mandate nondiscrimination as it relates to employment and employment related practices; and,

WHEREAS, the City's Municipal Code 9.130 provides for nondiscriminatory provisions as it relates to the use of real or personal property owned by the City of Santa Barbara; and

WHEREAS, the City wishes to consolidate these policies into a uniform Citywide Nondiscrimination Policy applicable to the conduct of all City business;

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SANTA BARBARA THAT:

1. The City of Santa Barbara reaffirms its commitment to equality in the conduct of City business, and prohibits any policy, plan, program, custom or practice which has a discriminatory effect related to race, creed, color, national origin, ancestry, sex, political affiliation, religious beliefs, disability, sexual orientation, pregnancy, marital status or age.

2. This policy shall apply to members of the City Council, all advisory Boards, Commissions and Committees, citizen volunteers, City employees and to those who do business with or who seek to do business with the City of Santa Barbara.

Adopted November 9, 1993

I have read the above resolution, and if appointed, will follow it in the conduct of my duties.

Signature

(Over)

EXCELLENCE IN CUSTOMER SERVICE CODE OF CONDUCT

The Mayor and City Council; appointed members of Boards, Commissions, and Committees; City's employees; and its volunteers are committed to excellence in customer service. We recognize that our customers are all who live in, do business in, and visit Santa Barbara. We acknowledge that each of us has a responsibility to act according to the following core values:

ATTENTIVE AND UNDERSTANDING

I will be a careful and understanding listener. I will be open to new ideas and will explore alternatives.

RESPONSIVE

I will be available to provide service and will respond in an appropriate manner. I will be thorough, efficient, and prompt.

HONEST

I will strive to be consistent and fair, and will give complete and honest information and guidance.

COURTEOUS AND RESPECTFUL

I will be friendly and courteous. I will be respectful and understanding of others' issues and needs.

KNOWLEDGEABLE AND SOLUTION ORIENTED

I will take every opportunity to learn and improve my skills and knowledge. I will use that knowledge to be resourceful and proactive in solving problems and reaching decisions. I will look for creative and workable solutions to problems.

I have read the above Code of Conduct, and if appointed, will follow it in the conduct of my duties.

Signature

NOTE: Appointees may be expected to participate in Excellence in Customer Service training sessions.

CITY OF SANTA BARBARA ADVISORY GROUP VACANCY NOTICE

METROPOLITAN TRANSIT DISTRICT BOARD

Membership: 2

Number of Vacancies: 2

Term Expiration: March 6, 2009

Category: Residents within the Santa Barbara Metropolitan Transit District.

Incumbents: John G. Britton
(Appointed 2/11/1997, and 3/6/2001; 7 years, 10 months)
Lee J. Moldaver
(Appointed 2/11/1997, 3/6/2001; 7 years, 10 months)

Application Deadline: January 21, 2005, 5:00 p.m.

Interviews: February 1, 2005, at 4:00 p.m. (Estimated Time)

The Santa Barbara Metropolitan Transit District (MTD) provides fixed-route service within the cities of Santa Barbara, Goleta, Montecito and Carpinteria. The MTD Board of Directors is an appointed Board that serves two primary objectives:

- Provide overall policy guidance for the District.
- Maintain financial accountability for the use of public funds.

The MTD Board meetings are held every other Tuesday at 8:30 a.m., or at 6:30 p.m. quarterly, at the MTD office at 550 Olive Street. MTD Board members receive compensation of \$60 per meeting attended up to a maximum of \$180 per month. Additional information may be obtained by calling the MTD at 963-3364.

Terms for Directors are 4 years. The City Council interviews and appoints 2 of the 5 members of the MTD Board, the County Board of Supervisors appoints 2 members, and the fifth member is appointed by these 4 members. Members must be residents within the Metropolitan Transit District and must have resided within the District at least 1 year immediately prior to appointment.

Applications and appointment information may be obtained by accessing the City's web site at www.santabarbaraca.gov, the City Clerk's Office in City Hall at 735 Anacapa Street, 564-5309, or the Santa Barbara Metropolitan Transit District at 550 East Cota Street, 963-3364.